



**PARKS, RECREATION & CULTURE ADVISORY BOARD MEETING**

**December 3, 2019, 6:00 P.M.**

Community Recreation Center

250 N. 11th Street, Windsor, CO 80550

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Minutes

**A. CALL TO ORDER**

Mr. Mask called the meeting to order at 6:00 PM

1. Roll Call

The following PReCAB members were present:

Nick Mask  
Matt Morgan(absent)  
David Sandlin  
Patrick Lightfoot  
Michael Nagl  
Shawna Hendricks

Weld RE-4 School Board Liaison

Chris Perkins

Town Board Liaison

Barry Wilson

Also Present:

Parks, Recreation and Culture Director  
Recreation Manager  
Operations & Facilities Manager  
Open Space & Trails Manager  
Town Forester

Eric Lucas  
Tara Fotsch  
Kendra Martin  
Wade Willis  
Ken Kawamura

2. Review of Agenda by the Board and Addition of Items of New Business to the Agenda for Consideration by the Board

**Mr. Lightfoot moved to approve the Agenda as presented. Mr. Sandlin seconded the motion. All members present voted Aye. Motion carried.**

3. Liaison Reports

Mr. Wilson / Town Board Liaison:

- Budget has been approved
- Air quality discussion at meeting on November 25<sup>th</sup>, earmarked \$225,000 towards monitoring, two presentations one from CSU and one from CU, canister collections as an option for continuous monitoring, but doesn't always capture the spikes in change, National Organization of Air Quality has been out to Windsor twice to take random samples and release papers of findings, will create RFP to move forward to bid out to companies for staff and Town Board to decide

Mr. Perkins Weld RE-4 School District:

- Design Advisory Committees continues to meet every other week in order to come up with plans for the next school with the new bond, looking at March for final recommendations to the bigger community

- CASB – Annual conference for all Colorado School Boards, December 5<sup>th</sup> - 8<sup>th</sup>, Grandview's procession group will be performing
- Ms. Fotsch – applied for the Empower group and attended two sessions so far, once a month for an hour and a half, great opportunity to learn about the district and the processes

Public Invited to be Heard

- No Report

**B. CONSENT CALENDAR**

1. Minutes from November 5, 2019.

**Mr. Nagl moved to approve November 5, 2019 minutes as submitted. Mr. Mask seconded the motion. All members present voted Aye. Motion carried.**

**C. BOARD REVIEW / DISCUSSION**

1. 2020 Budget Update

- Adopted on November 25<sup>th</sup>
- One edit with Diamond Valley – the \$4 million has been added back to the budget, will meet with Town Board next Monday for executive session to provide update, some hurdles that need to be addressed with short timeframes, should know status by February meeting, March is the deadline and will need to provide notices if no progress, will plan on bidding out and using money to start building immediately if Legends Sports Park plan fails
- Staff met today and went through all the upcoming project assignments and initiatives

2. 2019-20 Department Goals Update

- Accreditation
  - Apply Spring 2019 – Project is 40% complete, but delayed due to PRC Strategic Plan commitment, Applying December 2019, site visit Summer 2020
- Leave a Legacy
  - Conservation
    - Develop regional approach to open space acquisition – Begun discussion with Greeley on development of IGA and ongoing discussions of potential acquisition of Shurview property
    - Master Plan Kyger parcel – No progress, master plan is proposed in 2020 budget
    - Begin offering environmental education classes – No progress
    - Paddle the Poudre event to raise river awareness / create interest in river use – No event, however we put summer camp kids in river as well as Windsor Youth Academy participants, river access was ranked at top of Strategic Plan areas for growth by public in survey
    - Takeover management of Frank State Wildlife – In progress, Parks and Wildlife had confirmed, anticipate late 2020 finalization
    - Build museum collections facility – Project is 85% complete, scheduled to finish Feb. 2020
  - Health & Wellness
    - Nature play / Poudre River access – Day Camp kids accessed the river, new nature programs offered this past Spring, Summer and Fall for youth and adults, started a field trip program that incorporates our history and access to Windsor Lake on kayaks, river access in 2020 budget

- Sunscreen stations at all community parks – Boardwalk Park and Chimney Park currently have them, working on a grant with Bright Guard to provide stations in all parks
- Ensure programming balance between recreation & competitive athletics – Currently reviewing the Eprep software
- Increase Windsor Lake programming – Purchased more boats and paddle boards for more access to the lake, Master Plan / Lake Operations plan needs a review / edit in the future to address new wants / needs, PRC Strategic Plan also addressing
- Strive to maintain or exceed 80% of residents within 10 min walk of a recreation facility or amenity – Department was at 92%, not much has changed, Strategic Plan will confirm status
- Social Equity
  - Implement # free days (Lake, CPP & CRC) – Held weekly free days all Summer at the CRC, CPP and Windsor Lake, participated in PR Month and offered full month of free activities to the community
  - Expand Day Camp / After School / making it super equitable – Added 10 spots to Summer Camp due to new agreement for transportation
  - Free swim lessons for all 4<sup>th</sup> grade students who are a resident of Windsor – We did not receive the grant to accomplish, discussing a partnership with local swim lessons to engage all 3<sup>rd</sup> graders in community
  - Free boating or fishing lessons – Not yet begun work in the area
  - Expand Senior Lunch to 5 days – expanded from 3 to 4 days this Summer
  - Ensure new development provides adequate open space & trails – In progress as part of PRC Strategic Plan and Transportation Master Plan, completion Spring 2020
  - Improve connectivity / walkability through right of way's, trails and accessible open space – In progress as part of Transportation Master Plan, completion Spring 2020
- Customer Service
  - Complete needs analysis for program / facilities – Being addressed in PRC Strategic Plan, completion is Feb. 2020
  - Survey customer at CRC on service levels with goal of improving by 5% following year (assuming initial survey is 80% positive) – Recently completed customer service survey and currently analyzing the results, within Strategic Plan survey, we received great scores
  - Develop a robust training program for front line staff – CRC completed operations manual and subsequent training guidelines based on manual
  - Develop a sustainable volunteer program – No progress, staffing is required
- Fiscal Responsibility
  - Study and recommend fee structure change for development – Not started, work in 2020, waiting completion of PRC Strategic Plan
  - Study and identify other funding mechanisms – Ongoing and part pf PRC Strategic Plan
  - Create a financing plan to develop parks and recreation facilities that meets the needs and demands of a growing community – Waiting on PRC Strategic Plan completion
  - Effectively manage the replacement and repair of existing capital assets – Held annual Shut Down Week, replaced RTU#2, 2020 budget has \$150k in repair / replacement of assets at CRC, Parks and Facilities teams utilize Samanage & Cartegraph to track work
  - Decrease dependency on general fund – Ongoing, we are also utilizing Eprep software to review all programs and make changes as necessary

- Evaluate and implement business practices, technology and training / professional development to improve organizational effectiveness – Town has invested in Envisio for tracking goal progress, staff has implemented a Rec Trac training monthly, staff is attending IT department trainings in an effort to improve utilization of existing software

### 3. Policy Priority 2020

- Smoking in the Parks – Completed, effective January 1, 2020, started regional awareness for other communities / municipalities
- Private use of facilities / parks for personal gain
- Alcohol in the parks – Approved with sunset clause, Town Board removed clause, now official
- Homelessness in parks – new connectivity between Greeley and Fort Collins due to trail system and Poudre Express bus loop, could potentially cause for increase
- Drone / plane in parks
- E-Bike – Decided to not enforce / create a policy at this time, but continue to monitor
- Balloon launching in parks
- Metal detecting in parks
- Dogs at special events – currently leash only, definitely address in near future

## D. COMMUNICATION

### 1. Staff

- Mr. Lucas
  - Praise to Parks, Public Works and CRC staff for snow removal, the hours that were put in, notifying staff and patrons, closing the facilities
  - Staff evaluations are due at the end of the week
  - Tour of CRC to UNC students last month lead by Mr. Lucas and Ms. Martin
  - Preparing / offering internal educational series for staff throughout the year
  - New Parks Shop and Museum Collections at Public Works Campus, late January / early February move-in
  - PROS visit for visioning day with staff
  - Envisio demo to Town Board, will share at February PReCAB meeting
  - New website will go live on December 18<sup>th</sup> for PRC – recreationliveshere.com, average 30,000 site visits a month, training next week for staff in order to keep it updated, splash page for WebTrac / online registration will be integrated
- Ms. Fotsch
  - Awarded grant through Poudre Heritage Alliance for \$10,000, will help fund schematic and construction documents for Eaton House, huge thank to Ms. Browarny/Culture Supervisor for submitting the application last minute
  - Working with Ms. Heusser to go through boxes and document items for the museums collection and the move to new facility, looking for volunteers to help one day a week
  - First Friday event December 6th at Arts & Heritage Center, free High Hops beer and entertainment, make your own Christmas ornament
  - Public Arts Master Plan – work session with CU Boulder for final document this Friday, grant through DOLA, plan finalized in mid-January, approval from Town Board in February
  - 2020 approvals from Town Board for partnered / supported special events, will hold work session to create new process, move to annually

- Windsor Wonderland December 7<sup>th</sup> at Boardwalk Park, Santa arrives at noon by train
- Two weeks left of Kindergarten boys and all girls basketball, boys basketball will begin in January, adult basketball – partnership with Power to Play
- Mr. Eckhardt attended Supervisor School first week of November, graduated after 2<sup>nd</sup> year
- Attended Foundations School in West Virginia, able to look at other opportunities for funding to go along with sponsorships
- Ethan Ragatz – new Aquatics Coordinator, has worked as an employee with TOW since he was 14 years old
- Sandra Sheffler/Administrative Analyst gave her notice after 11 ½ years, will be going to work Community Foundation in Fort Collins
- Ms. Martin
  - Promotions for December and January – Winter Break Pass at discounted price, hoping to attract college students who are home for holidays, New Year New You, \$100 off Annual Family or \$50 off Annual Individual membership, Childcare discount buy 10 get 5 free
  - Typically, in November there is a spike in the number of people through the doors, 40,000 patrons walked through last year, this year 39,802, averaging 1,300 a day, facility was closed due to snow day, up to 372,000 total, looks to be on track to hit goal of 400,000 by year's end
  - Christmas in Windsor was Saturday before Thanksgiving – a little lower of turnout than last year, 3,902 on Saturday 1,740 on Sunday, praise to Mr. Ellingson for the extra signs and cones to make it smooth and successful
  - Will give update on survey results and promotional numbers at February meeting
  - Christmas decorating throughout building over the past few days
  - Began online activity guide access on Monday
- Mr. Kawamura
  - Snow Removal from last storm - \$85,000 total town-wide which includes the 201 miles of streets, 721 labor hours, \$47,000 in equipment / trucks cost, 311 tons of ice melt used, \$13,000 and 295 hours contributed by Parks staff to help maintain the streets
  - Fall Clean Up day – huge success, 771 vehicles, had two chippers and could have used more
  - Tree Board – Did not meet last month due to snow storm, Arbor Day calendars are available
  - Forestry – Founder's Park renovation completed, removed all the trees from Folkstone Nursery which will become a detention pond for flood mitigation, Christmas lights put up in Downtown during Thanksgiving weekend, presented at Ag Day at Rec Center, staff attended International Society of Arboriculture Conference last month in Boulder, preparing big spruce tree for lighting at Windsor Wonderland
- Mr. Willis
  - Started moving equipment into the Kyger project, clear snow off tomorrow, surveyed most of it today, can go out and see how the trail will align
  - Met with Highlands Ridge Homeowners Association - gave trail easement and when developer left they dedicated a publically accessible open space area which they are responsible for maintaining it and taking on the risk of people coming on it
  - Met with Larimer County on shared maintenance / enforcement of River Bluffs Trail to CR 13 – expand the agreement and looking at other ways to support each other due to Kyger touching on that area
  - Northern Integrated Supply Project /Adapted Management Plan – with approval comes new requirements that the river is heavily monitored and improvements are

made, Northern Water is pulling together all entities along the water and other professionals to help guide with that process

- Snow removal – CRC, Police Dept, Town Hall maintenance about \$7,000 total, half equipment cost, half labor costs, 160 man hours, prepping for Windsor Wonderland
- Will be meeting with Volunteers for Outdoor Colorado – opened up office in Greeley and looking at projects that they can assist with

2. Board

- Mr. Mask – inquired about the removal of Creamery project from the budget

**E. ADJOURN**

**Mr. Nagl moved to adjourn the meeting. Mr. Lightfoot seconded the motion. All members present voted Aye. Motion carried. The meeting was adjourned at 7:01 PM**

CERTIFICATION:

Approved by the Windsor Parks, Recreation & Culture Advisory Board on the \_\_\_\_\_ day of

\_\_\_\_\_, 20\_\_

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Nick Mask/Board Chair

Parks, Recreation & Culture Advisory Board

Submitted by: Kristy Zulkoski, PR&C Administrative Specialist